

**1 JUNE 1996
Personnel**



AWARDS AND DECORATIONS PROGRAMS

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SUMMARY OF REVISIONS

Sample metrics (Attachment 1) were revised to show percentage of officers and enlisted receiving Meritorious Service Medals, Air Force Commendation Medals, and Air Force Achievement Medals displayed by categories (e.g., PCS, Retirement, Separation and achievement, extended tour, heroism). A ★ indicates revisions from the previous publication.

1. Air Force people make many personal and professional sacrifices to ensure the Air Force accomplishes its missions and is a respected part of our society. Acts of valor, heroism, exceptional service, and outstanding achievement deserve special recognition, and this policy establishes guidance for recognizing individuals and groups.
2. The Air Force will have an awards and decorations program to foster morale, incentive, and esprit de corps. People or units who receive awards and decorations under this program must clearly demonstrate superior performance.
3. The Air Force will have a special trophies and awards program. It will recognize acts of bravery, outstanding achievements, or periods of meritorious service.
4. Functional areas and major commands (MAJCOM) may create their own awards programs. When they do create such programs, they will administer them.
5. Functional areas and MAJCOMs may participate in awards programs sponsored by national organizations. When they do participate in such programs, they will process their own submissions.
6. The policy directive establishes the following responsibilities and authorities:
 - 6.1. Headquarters, US Air Force is responsible for the policy oversight and advocacy of the Air Force's Awards and Decorations Program and for interface with the Office of the Secretary of Defense staff concerning development of the Department of Defense (DOD) policy and legislative initiatives. The Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations and Environment (SAF/MI) discharges this responsibility for the Secretary of the Air Force.
 - 6.2. The Deputy Chief of Staff for Personnel (HQ USAF/DP) develops, coordinates, and executes personnel policy and essential procedural guidance for the management of the Awards and Decorations Program.
 - 6.3. The Air Force Personnel Center and functional offices of primary responsibility will develop specific requirements for each Air Force award and decoration. At a minimum, they specify the establishing authority, nomination or selection criteria, eligibility criteria, and the awarding authority for each award and decoration.
 - 6.3.1. A general officer or civilian equivalent will chair all military and civilian nomination or selection boards for USAF/DoD/National award programs.
 - 6.4. Commanders administer and ensure compliance with the various Air Force recognition programs.

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7. This policy directive applies to units and personnel of the Regular Air Force, Air Reserve Components, and those Air Force civilian employees specified by Air Force instruction

8. See attachment 1 for measures used to comply with this policy.

9. See attachment 2 for related documents and interfacing publications.

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★MEASURING COMPLIANCE WITH POLICY

A1.1. Compliance with the awards and decorations program will be assessed by measuring two areas: (1) Air Force Achievement Medals (AFAM), Air Force Commendation Medals (AFCM), and Meritorious Service Medals (MSM) awarded upon PCS, retirement, and separations and (2) AFAM, AFCM, and MSM awarded for achievement, extended tour, and heroism.

A1.1.1. The percentage of officers and enlisted receiving AFAM, AFCM, and MSM upon PCS, retirement, and separation will be measured annually (figures A1.1. and A1.2.) HQ USAF/DPXE will extract necessary data from the Personnel Data System.

A1.1.2. The second metric (figures A1.3. and A1.4.) will show, based on annual end strength, the percentage of officer and enlisted personnel receiving AFAM, AFCM, and MSM for achievement, extended tour, and heroism. HQ USAF/DPXE will extract necessary data from the Personnel Data System.

Figure A1.1. Sample Metric of Awards Upon PCS/Ret/Sep (Officers).

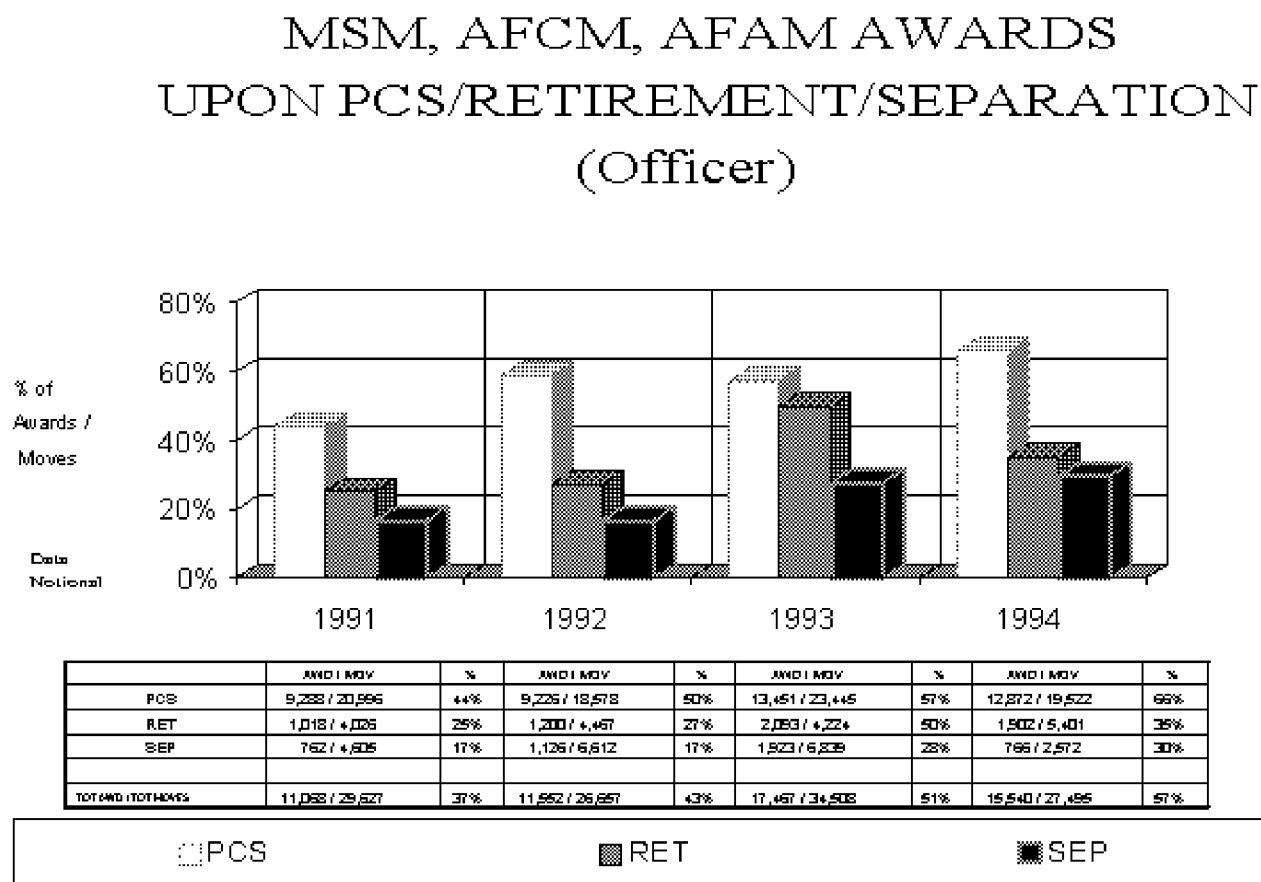


Figure A1.2. Sample Metric of Awards Upon PCS/Ret/Sep (Enlisted)

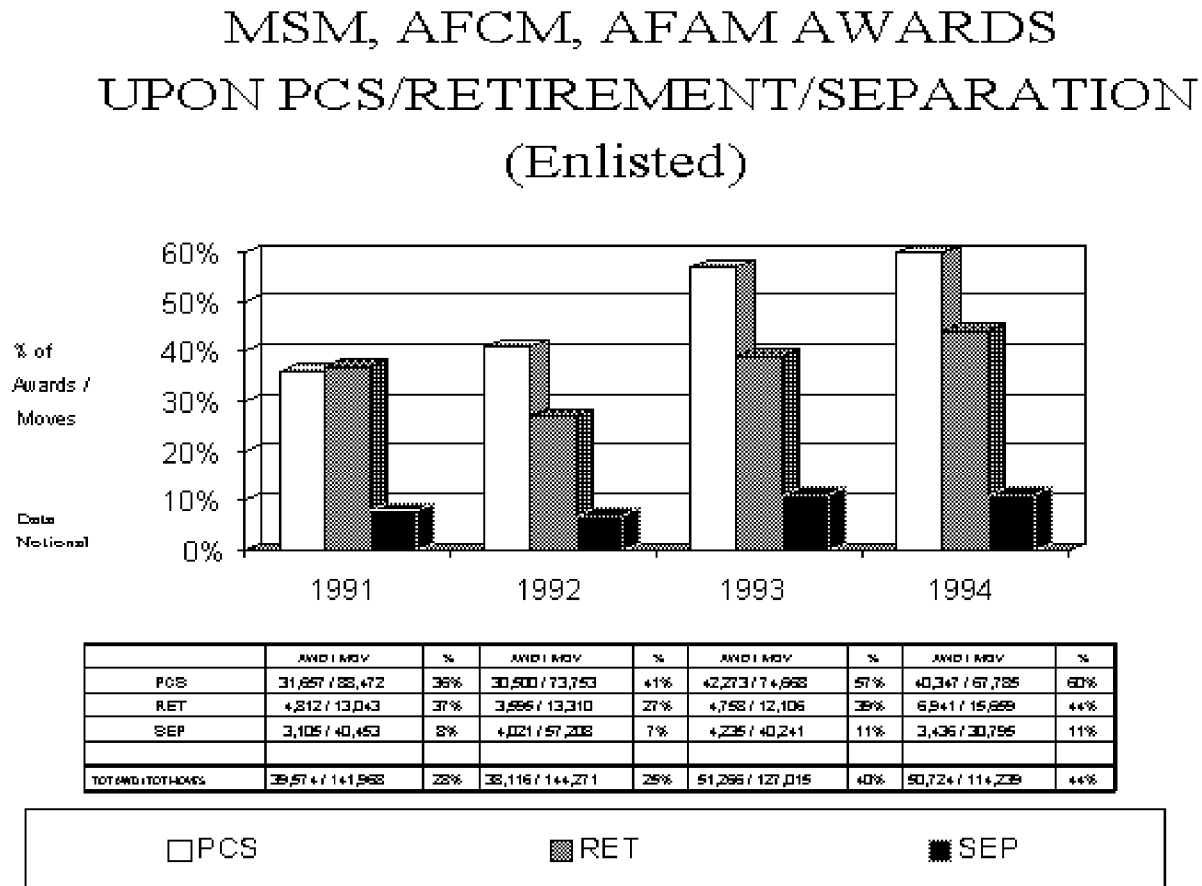


Figure A1.3. Sample Metric of Award for Achievement, Extended Tour, and Heroism (Officer)

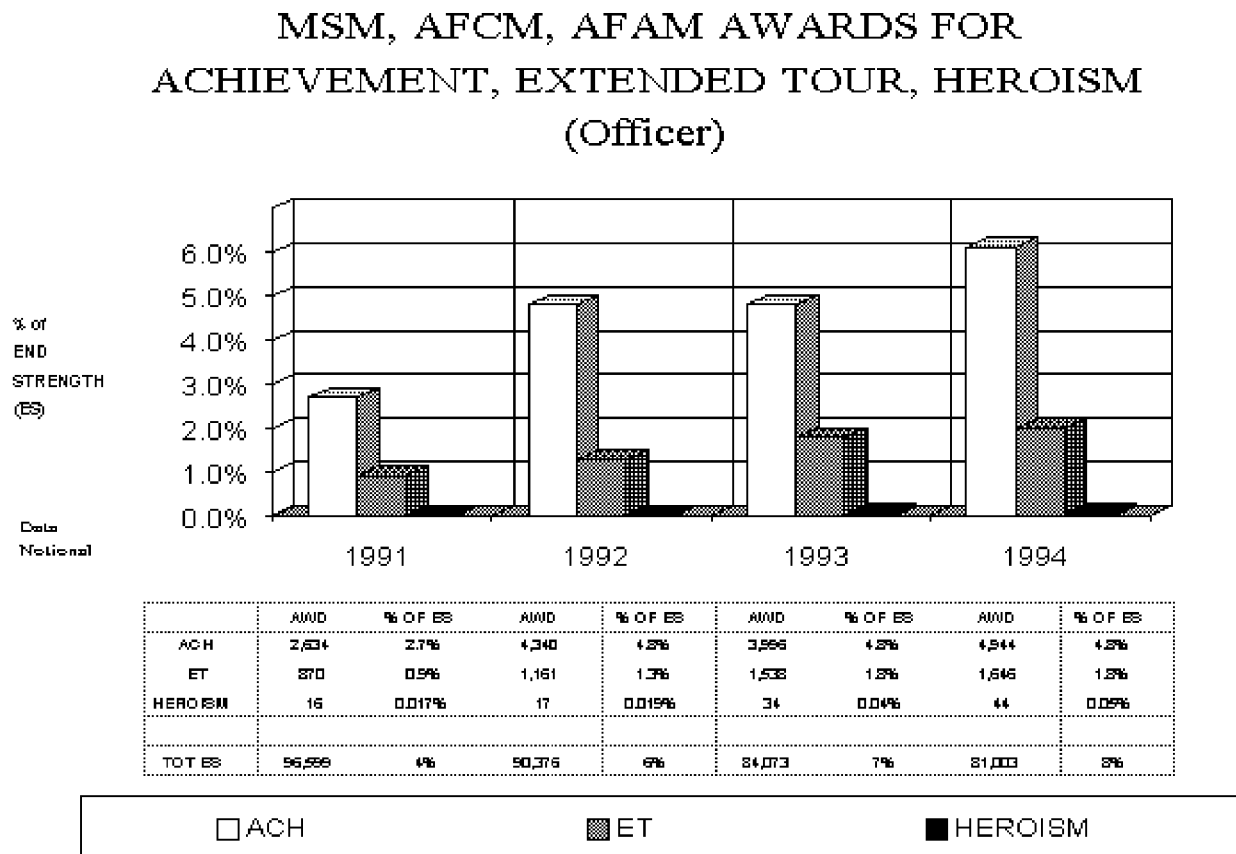
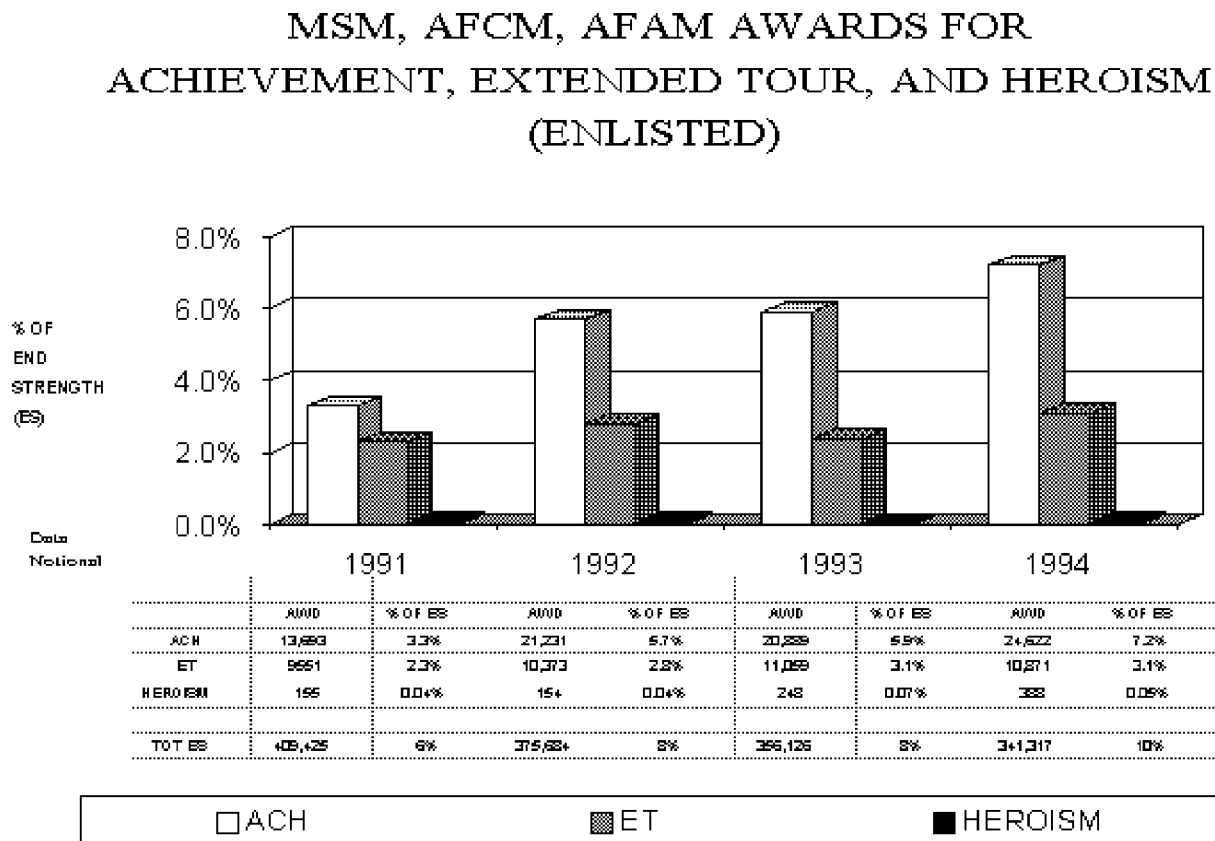


Figure A1.4. Sample Metric of Award for Achievement, Extended Tour, and Heroism (Enlisted)



GLOSSARY OF REFERENCES**References**

DoD Directive 1348.19, *Award of Trophies and Similar Devices in Recognition of Accomplishments*, May 12 1989
DoD Instruction 1348.33, *Military Awards Programs*, August 26, 1985
DoD 1348.33-M, *Manual of Military Decoration and Awards*, July 1990
AFPAM 36-2801, Volume 1, *Unit Decorations, Awards, and Campaign Participation*
AFPAM 36-2801, Volume 2, *Unit Decorations, Awards, and Campaign Participation*
AFPAM 36-2801, Volume 3, *Unit Decorations, Awards, and Campaign Participation*
AFPAM 36-2802, *Armed Forces Decorations and Awards*
AFI 36-2803, *The Air Force Awards and Decorations Program*
AFI 36-2805, *Special Trophies and Awards*
AFI 36-2807, *Headquarters United States Air Force Deputy Chief of Staff Plans and Operations Annual Awards Program*
AFI 36-2816, *Annual Howard W. Leaf Inspector General's Award*
AFI 36-2817, *Civil Engineer Awards Program*
formerly AFR 900-8)
AFI 36-2829, *Eugene M. Zuckert Management Award*
AFI 36-2830, *Productivity Enhancement Awards for Professional Excellence*
AFI 36-2831, *Commander-in-Chief's Annual Award for Installation Excellence*
AFI 36-2832, *Manpower Management Awards for Professional Excellence*
AFI 36-2833, *Safety Awards*
AFI 36-2834, *Small and Disadvantaged Business Awards Program* AFI 36-2835, *Annual Awards Programs Related to Acquisition*
AFI 36-2845, *Annual Outstanding Air Force Information Management Awards*
AFI 36-2846, *Financial Management and Comptroller Annual Awards Programs*
AFI 36-2847, *Intelligence Awards*
AFI 36-2848, *Air Force Security Police Awards Program*
AFI 36-2849, *Command, Control, Communications and Computers (C4) System Awards Program*
AFI 36-2852, *The Air Force Services (SV) Awards Programs*
FI 36-2853, *Unit Plaque Awards*
AFAI 36-2855, *Judge Advocate General Awards*
AFI 36-2856, *Medical Service Awards*